

# Career Cruising

Career Cruising:  
Kentucky Individual Learning Plan (ILP)  
In-Person Training Sessions

Spring 2018



These full-day, interactive sessions will be offered at various classroom or computer lab locations across the State. Sessions are likely to fill quickly! You can earn 6 EILA credits for attending an in-person session.

## WHO SHOULD ATTEND?

- ❖ Any teachers, counselors, advisors, administrative staff and designated “ILP Administrators” for their school or district
- ❖ Counselors and advisors who will be reviewing and monitoring student progress toward ILP completion
- ❖ Alternative school teachers and administrators helping students complete their ILPs
- ❖ Educators working with ILP Interventions and/or Gifted Student Service Plan (GSSP) functionalities
- ❖ Individuals who have direct responsibility for working with students who are hospitalized or on homebound instruction and will be assisting those students with completion of their ILPs

\*\*\*If you have been designated an “ILP Administrator” for your school, this means that you have been entrusted with the responsibility for the overall management of the implementation and usage of the ILP system at your school, including the authority to add additional counselors, advisors, and teachers with access to the student ILP data and reports, manage program settings, assign students to educators, map high school courses to the Kentucky Common Course Codes, generate ILP usage and data reports for your school, etc.

## WHAT WILL BE COVERED?

This will be a hands-on, interactive session during which participants will learn:

### IN THE STUDENT ILP

- ❖ How to access the student ILP
- ❖ Key components and features of the ILP (career assessments and career/school exploration)
- ❖ ILP Completion Standards by grade level
- ❖ About student ILPs, Resumes, and the Employment Guide
- ❖ Developing an ILP
- ❖ The Parent Portal

### IN THE SCHOOL ADMINISTRATION TOOL

- ❖ How to manage student data, including the weekly upload process
- ❖ How to locate student ILP usernames and passwords
- ❖ How to ensure students are meeting ILP Completion Standards by grade level
- ❖ How to send messages to students individually or in groups
- ❖ Administrative features and functions of the Parent Portal
- ❖ Annual ILP review functions
- ❖ How to set up counselors, advisors, and teachers with access to the School ILP Administration Tool
- ❖ How to assign students to counselors, advisors, and teachers
- ❖ How to map high school courses to the Kentucky Common Course Codes
- ❖ Usage, aggregate sorting, and reporting options of the ILP data
- ❖ How to use the ILP Alternative Completion Component
- ❖ School-wide and Individual Intervention Plans in the ILP
- ❖ How Gifted Student Services Plans (GSSP) in the ILP will help your gifted and talented students
- ❖ Best practices to make the ILP work for students, parents/guardians, and educators at your school

## For More Information and to Register

Click on the link below according to the date and location you would like to attend.

Date	Time	City	Registration Link
Feb 1, 2018	8:00am-3:00pm	Paducah	<a href="#">CLICK HERE!</a>
Feb 2, 2018	8:00am-3:00pm	Madisonville	<a href="#">CLICK HERE!</a>
Feb 8, 2018	8:00am-3:00pm	Glasgow	<a href="#">CLICK HERE!</a>
Feb 9, 2018	8:00am-3:00pm	Elizabethtown	<a href="#">CLICK HERE!</a>
Feb 12, 2018	8:00am-3:00pm	Mitchell	<a href="#">CLICK HERE!</a>
Feb 26, 2018	8:00am-3:00pm	London	<a href="#">CLICK HERE!</a>
Feb 27, 2018	8:00am-3:00pm	Prestonsburg	<a href="#">CLICK HERE!</a>
Feb 28, 2018	8:00am-3:00pm	Lexington	<a href="#">CLICK HERE!</a>
Mar 5, 2018	8:00am-3:00pm	Lexington	<a href="#">CLICK HERE!</a>
Mar 6, 2018	8:00am-3:00pm	Frankfort	<a href="#">CLICK HERE!</a>

## Find helpful tutorials in the ILP Training Portal:

<http://www.careercruising.com/streamingvideos/careercruising/training/ky>

## LIVE Supplementary ILP Web Trainings:

You should have received a separate link with the ILP **web training** schedule. If you cannot find this information or need to receive another copy, please email [kysupport@careercruising.com](mailto:kysupport@careercruising.com) or [training@careercruising.com](mailto:training@careercruising.com).